



**Kisatchie-Delta**  
Regional Planning and Development District

Annual Financial Report  
For The Year Ended June 30, 2017

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December 16, 2017

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Kisatchie Delta Regional Planning and  
Development District, Inc.  
3516 Parliament Court  
Alexandria, Louisiana 71303

We have reviewed the accompanying financial statements of the governmental activities, and each major fund of the Kisatchie-Delta Regional Planning and Development District, Inc. (the District), as of and for the year ended June 30, 2017 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the accompanying Managements' Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

**Supplementary Information**

The supplementary information included in the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have not audited or reviewed such information and we do not express an opinion, a conclusion, nor provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued our report dated December 16, 2017 on the results of our agreed-upon procedures.



ROZIER, HARRINGTON & McKAY  
Certified Public Accountants  
Alexandria, Louisiana

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Management's Discussion and Analysis For the Year Ended June 30, 2017***

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This section of Kisatchie-Delta Regional Planning and Development District's annual financial report presents our discussion and analysis of the District's financial performance during the year ended June 30, 2017.

#### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present Kisatchie-Delta's financial position and results of operations from differing perspectives, which are described as follows:

##### **Government –Wide Financial Statements**

The government-wide financial statements report information about Kisatchie-Delta as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of Kisatchie-Delta's assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of Kisatchie-Delta's programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

##### **Fund Financial Statements**

Fund financial statements provide detailed information regarding Kisatchie-Delta's most significant activities and are not intended to provide information for Kisatchie-Delta as a whole. Funds are accounting devices that are used to account for specific sources of funds. Kisatchie-Delta's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of Kisatchie-Delta's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

#### **FINANCIAL ANALYSIS OF KISATCHIE-DELTA AS A WHOLE**

Government-wide financial data for Kisatchie-Delta are presented as follows:

##### **Net Position**

A condensed version of the government-wide Statement of Net Position is presented as follows:

# **KISATCHIE-DELTA**

## **REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.**

### ***Management's Discussion and Analysis For the Year Ended June 30, 2017***

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	<u>June 30,</u>	
	<u>2017</u>	<u>2016</u>
<b><u>Assets:</u></b>		
Current and Other Assets	\$ 150,216	\$ 107,850
Capital Assets	----	----
<b>Total Assets</b>	<b>150,216</b>	<b>107,850</b>
<b><u>Liabilities:</u></b>		
Current and Other Liabilities	5,964	2,652
Long-term Liabilities	11,558	9,958
<b>Total Liabilities</b>	<b>17,522</b>	<b>12,610</b>
<b><u>Net Position:</u></b>		
Invested in Capital Assets	----	----
Restricted	----	25,972
Unrestricted	132,694	69,268
<b>Total Net Position</b>	<b>\$ 132,694</b>	<b>\$ 95,240</b>

Kisatchie-Delta's net position is unrestricted and can be used at the Board's discretion.

#### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<u>June 30,</u>	
	<u>2017</u>	<u>2016</u>
<b><u>Revenues:</u></b>		
Program Revenue:		
Charges for Services	\$ 149,749	\$ 57,990
Operating Grants and Contributions	65,000	60,000
General Revenue:		
Membership Dues	24,238	17,322
Miscellaneous	----	7,815
<b>Total Revenue</b>	<b>238,987</b>	<b>143,127</b>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Management's Discussion and Analysis For the Year Ended June 30, 2017***

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	<u>June 30,</u>	
	<u>2017</u>	<u>2016</u>
<b><u>Program Expenses:</u></b>		
General Government		
Finance & Administrative	10,275	51,556
Economic Development		
EDA Regional Planning	38,525	76,484
Business Loans	4,863	51,930
Delta Regional Assistance	110,748	36,588
Disaster Assistance	14,445	----
Assistance to Local Governments	22,677	26,250
Employer Education and Awareness	----	2,833
<u>Total Expenses</u>	<u>201,533</u>	<u>245,641</u>
Change in Net Position Before Special Items	37,454	(102,514)
<u>Special Item – Sale of IRP Portfolio</u>	<u>----</u>	<u>574,819</u>
Change in Net Position	37,454	472,305
<u>Net Position Beginning</u>	<u>95,240</u>	<u>(377,065)</u>
<u>Net Position Ending</u>	<u>\$ 132,694</u>	<u>\$ 95,240</u>

As presented above, Kisatchie-Delta's net position increased as a result revenue earned from providing a variety of services in a profitable manner. An increase of this nature was necessary in order to accumulate reserves for future funding contingencies.

#### **FINANCIAL ANALYSIS OF KISATCHIE-DELTA'S FUNDS**

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference was the effect of timing differences related to reporting long-term liabilities associated with providing vacation benefits to employees.

#### **GENERAL FUND BUDGET HIGHLIGHTS**

Kisatchie-Delta is a non-profit organization governed by a Board of Directors that is appointed by various governmental units. Since it is organized as a nonprofit organization, Kisatchie-Delta is not required to adopt or amend budgets for its funds and no budget comparisons are presented.

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Management's Discussion and Analysis***

***For the Year Ended June 30, 2017***

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#### **CAPITAL ASSET ADMINISTRATION**

Capital assets consists of fully depreciated office equipment and software utilized to administer current grant programs. There were no acquisitions, significant disposals or depreciation expense during the current year.

#### **DEBT ADMINISTRATION**

For the year ended June 30, 2017, there were no outstanding debts and long-term liabilities were limited to the obligation to provide accrued vacation pay to vested employees.

#### **FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

At the present time, no significant factors are expected to affect further operations.

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Statement of Net Position***

***June 30, 2017***

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	<b><u>Governmental Activities</u></b>
<b><u>Assets</u></b>	
Cash and cash equivalents	\$ 110,495
Accounts receivable	38,821
Other assets	<u>900</u>
<b>Total assets</b>	<u>150,216</u>
 <b><u>Liabilities:</u></b>	
Accounts and other payables	5,964
Long-term liabilities	
Accrued leave	<u>11,558</u>
<b>Total liabilities</b>	<u>17,522</u>
 <b><u>Net Position</u></b>	
Invested in capital assets, net of related debt	-
Unrestricted	<u>132,694</u>
<b>Total net position (deficit)</b>	<u><u>\$ 132,694</u></u>

# **KISATCHIE-DELTA**

## **REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.**

### **Statement of Activities**

**Year Ended June 30, 2017**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expenses)</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants &amp; Contributions</u>	<u>Revenue Governmental Activities</u>
<b><u>Governmental Activities:</u></b>					
General Government					
Finance and Administration	\$ 10,275	\$ 23,653	\$ -	\$ -	\$ 13,378
Economic Development					
EDA Regional Planning	38,525	-	65,000	-	26,475
Business Loans	4,863	4,813	-	-	(50)
Delta Regional Assistance	110,748	107,783	-	-	(2,965)
Disaster Assistance	14,445	-	-	-	(14,445)
Assistance to Local Government	22,677	13,500	-	-	(9,177)
Total Governmental Activities	<u>201,533</u>	<u>149,749</u>	<u>65,000</u>	<u>-</u>	<u>13,216</u>
General Revenues:					
Membership Dues					<u>24,238</u>
Total General Revenues					<u>24,238</u>
Change in Net Position					37,454
Net Position Beginning					<u>95,240</u>
Net Position Ending					<u>\$ 132,694</u>

# **KISATCHIE-DELTA**

## **REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.**

### **Balance Sheet**

**Governmental Funds - June 30, 2017**

	<u>General</u>	<u>Go Biz</u>	<u>Restore LA</u>	<u>EDA</u>	<u>Delta Regional Authority</u>	<u>LAPDD-LED</u>	<u>Professional Services</u>	<u>Rapportion- ment</u>	<u>Total Governmental Funds</u>
<b><u>Assets</u></b>									
Cash and cash equivalents	\$ 110,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,495
Accounts receivable	14,715	24,106	-	-	-	-	-	-	38,821
Interfund receivables	25,178	-	-	-	12,858	-	-	-	38,036
Other assets	900	-	-	-	-	-	-	-	900
Total assets	<u>151,288</u>	<u>24,106</u>	<u>-</u>	<u>-</u>	<u>12,858</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>188,252</u>
<b><u>Liabilities and Fund Balance</u></b>									
<b><u>Liabilities:</u></b>									
Accounts and other payables	5,964	-	-	-	-	-	-	-	5,964
Interfund payables	-	23,591	14,445	-	-	-	-	-	38,036
Total liabilities	<u>5,964</u>	<u>23,591</u>	<u>14,445</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,000</u>
<b><u>Fund Balances</u></b>									
Assigned To:									
Delta Regional Assistance	-	515	-	-	12,858	-	-	-	13,373
Unassigned	145,324	-	(14,445)	-	-	-	-	-	130,879
Total Fund Balances	<u>145,324</u>	<u>515</u>	<u>(14,445)</u>	<u>-</u>	<u>12,858</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>144,252</u>
Total Liabilities and Fund Balance	<u>\$ 151,288</u>	<u>\$ 24,106</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,858</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,252</u>

# **KISATCHIE-DELTA**

## **REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.**

### ***Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement Net Position***

***June 30, 2017***

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Total Fund Balances - Governmental Funds	\$ 144,252
Amounts reported for governmental activities in the statement of net position are different because:	
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	<u>(11,558)</u>
Net Position of Governmental Activities	<u>\$ 132,694</u>

# KISATCHIE-DELTA

## REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.

### Statement of Revenues, Expenditures and Changes in Fund Balance

#### Governmental Funds - Year Ended June 30, 2017

	General	Go Biz	Restore LA	EDA	Delta Regional Authority	LAPDD-LED	Professional Services	Reapportion- ment	Total Governmental Funds
<b>Revenues:</b>									
Grants - Federal	\$ -	\$ 91,283	\$ -	\$ 65,000	\$ 16,500	\$ -	\$ 13,500	\$ -	\$ 186,283
Membership dues	24,238	-	-	-	-	-	-	-	24,238
Interest and fees from loans	4,813	-	-	-	-	-	-	-	4,813
Miscellaneous	23,653	-	-	-	-	-	-	-	23,653
<b>Total revenues</b>	<b>52,704</b>	<b>91,283</b>	<b>-</b>	<b>65,000</b>	<b>16,500</b>	<b>-</b>	<b>13,500</b>	<b>-</b>	<b>238,987</b>
<b>Expenditures:</b>									
<b>Current</b>									
<b>General Government</b>									
Finance and Administration	8,675	-	-	-	-	-	-	-	8,675
<b>Economic Development</b>									
EDA Regional Planning	-	-	-	38,525	-	-	-	-	38,525
Business Loans	4,863	-	-	-	-	-	-	-	4,863
Delta Regional Assistance	-	90,768	-	-	19,980	-	-	-	110,748
Disaster Assistance	-	-	14,445	-	-	-	-	-	14,445
Assistance to Local Government	-	-	-	-	-	-	22,677	-	22,677
<b>Total expenditures</b>	<b>13,538</b>	<b>90,768</b>	<b>14,445</b>	<b>38,525</b>	<b>19,980</b>	<b>-</b>	<b>22,677</b>	<b>-</b>	<b>199,933</b>
Excess (deficiency) of revenues over expenditures	39,166	515	(14,445)	26,475	(3,480)	-	(9,177)	-	39,054
<b>Other Financing Sources (Uses):</b>									
Operating transfers in (out)	33,838	-	-	(52,447)	-	(432)	16,358	2,683	-
Net change in fund balances	73,004	515	(14,445)	(25,972)	(3,480)	(432)	7,181	2,683	39,054
Fund balance - beginning of year	72,320	-	-	25,972	16,338	432	(7,181)	(2,683)	105,198
<b>Fund balance - end of year</b>	<b>\$ 145,324</b>	<b>\$ 515</b>	<b>\$ (14,445)</b>	<b>\$ -</b>	<b>\$ 12,858</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,252</b>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities***

***Year Ended June 30, 2017***

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Net change in fund balances of Governmental Funds \$ 39,054

Amounts reported for governmental activities in the statement of  
activities are different because:

Governmental funds report capital outlays as expenditures. However, in the  
statement of activities the cost of those assets is allocated over  
estimated useful lives and reported as depreciation expense. Capital  
outlays and depreciation are presented as follows:

Capital Outlay	-
Depreciation	-

Because of differing measurement focuses, some expenses included in the  
government wide presentation do not meet the criteria for reporting in the  
governmental fund presentation.

(1,600)

Change in net position of governmental activities \$ 37,454

# ***Kisatchie-Delta***

## ***Regional Planning and Development District***

### ***Notes to Financial Statements***

***June 30, 2017***

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Kisatchie-Delta Regional Planning and Development District, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The District represents a portion of Central Louisiana that includes eight (8) parishes. Kisatchie-Delta is governed by a Board of Directors and members of the Board are appointed by the governing bodies of various political subdivisions that lie within the boundaries of the District.

Kisatchie-Delta was organized in order to promote economic development and alleviate unemployment. Its activities are financed by Federal and State grants, as well as support from local governmental units. Since Kisatchie-Delta is financed by governmental sources and, since its Board of Directors is appointed by various local governments, Kisatchie-Delta is considered to be a quasi-governmental unit for financial reporting purposes. The accompanying financial statements were prepared in conformity with generally accepted accounting principles for governmental units.

The following is a summary of certain significant accounting policies and practices:

#### **Financial Reporting Entity**

Kisatchie-Delta is considered a legally separate stand-alone government as defined by Statement No. 14 of the Governmental Accounting Standards Board. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. Kisatchie-Delta is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

#### **Basic Financial Statements**

All of Kisatchie-Delta's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the District's financial position and results of operations from differing perspectives which are described as follows:

#### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about Kisatchie-Delta as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

# ***Kisatchie-Delta***

## ***Regional Planning and Development District***

### ***Notes to Financial Statements***

***June 30, 2017***

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#### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The District's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Go Biz – Provides assistance and leadership to business enterprise utilizing resources provided by the Delta Regional Authority.
- Restore LA – Assist disaster victims with obtain loans necessary for recovery.
- EDA – This fund accounts for activity related to regional planning activities supported by EDA grants and local matching funds.
- Delta Regional Authority – Established to account for fees earned in connection with projects funded by the Delta Regional Authority.
- LAPDD-LED – The project is no longer active and the fund was closed at year end.
- Professional Services – Accounts for activities associated with performing services in exchange for fees.
- Reapportionment – The project is no longer active and the fund was closed at year end.

#### **Basis of Accounting and Measurement Focus**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 90 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts

# ***Kisatchie-Delta***

## ***Regional Planning and Development District***

### ***Notes to Financial Statements***

***June 30, 2017***

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reported as liabilities. Proceeds from issuing long-term debt are reported as an other financing source and repayment of long-term debt is reported as an expenditure of funds.

#### **Accumulated Unpaid Vacation**

The District's employees earn from one to one and a half hours of vacation pay for every twenty hours worked depending upon their length of service. Vacation time not taken may be carried forward to subsequent periods; but upon termination, no more than thirty days of accrued vacation will be paid to the employee. Earned vacation has been charged to the funds based on the same allocation as regular salary.

#### **Capital Assets**

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 5 years to 7 years.

#### **Interfund Receivables and Payables**

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

#### **Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

#### **Use of Estimates**

The preparation of financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

# ***Kisatchie-Delta***

## ***Regional Planning and Development District***

### ***Notes to Financial Statements***

***June 30, 2017***

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#### **Budgets**

As discussed previously, Kisatchie-Delta is organized as a non-profit corporation rather than a political subdivision. Accordingly, Kisatchie-Delta is not required to prepare a formal budget or present budget comparisons with its financial statements.

#### **Fund Balance Classification:**

The District's Executive Director is authorized to assign amounts for specific purposes. In situations where it is permissible to spend restricted or assigned resources, the District typically depletes the available restricted or assigned resources before consuming unrestricted resources.

#### **NOTE 2 – INTERNAL BALANCES AND ACTIVITY**

The interfund receivables and payables at June 30, 2017 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 25,178	\$ ----
Special Revenue Funds:		
Go Biz	----	23,591
Restore LA	----	14,445
Delta Regional Authority	12,858	----
<u>Total</u>	<u>\$ 38,036</u>	<u>\$ 38,036</u>

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2017 are presented as follows:

	<u>Operating Transfers In</u>	<u>Operating Transfers Out</u>	<u>Net</u>
General Fund	\$ 33,838	\$ ----	\$ 33,838
Special Revenue Funds:			
Economic Development Admin	----	52,447	(52,447)
LAPDD-LED	----	432	(432)
Professional Services	16,358	----	16,358
Reapportionment	2,683	----	2,683
<u>Total</u>	<u>\$ 52,879</u>	<u>\$ 52,879</u>	<u>\$ ----</u>

# **Kisatchie-Delta**

## **Regional Planning and Development District**

### **Notes to Financial Statements**

**June 30, 2017**

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The transfers described above included \$52,447 transferred from EDA to reimburse those funds for expenditures related to EDA activity. The remaining transfers were to close out balances in funds that were established to account for projects that have been completed.

#### **NOTE 3 – CAPITAL ASSETS**

Changes in capital assets are presented as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<b><u>Depreciable Capital Assets</u></b>				
Furniture, Fixtures and Equipment	\$ 37,555	\$ ----	\$ ----	\$ 37,555
Leasehold Improvements	10,554	----	----	10,554
Accumulated Depreciation	(48,109)	----	----	(48,109)
<u>Total</u>	<u>\$ ----</u>	<u>\$ ----</u>	<u>\$ ----</u>	<u>\$ ----</u>

Depreciable capital assets are limited to furniture, fixtures, equipment and improvements used in the administration of Kisatchie-Delta's activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expense.

#### **NOTE 5 - LONG-TERM LIABILITIES**

Long-term liabilities are limited to Kisatchie-Delta's obligation to provide vacation pay to qualifying employees. Activity for the year ended June 30, 2017 is presented below:

	<u>Accrued Leave Liability</u>
Beginning of Year	\$ 9,958
Additions	1,600
Long-term Debt Retired	----
<u>End of Year</u>	<u>11,558</u>

#### **NOTE 6 - ACCOUNTS RECEIVABLE**

Accounts receivable at year end consisted entirely of fees earned for providing services. Based on collection experience, no allowance for doubtful accounts was necessary.

#### **NOTE 7 - COMPENSATION OF BOARD MEMBERS**

During the year, no compensation was paid to any member of the District's Board of Directors.

# ***Kisatchie-Delta***

## ***Regional Planning and Development District***

### ***Notes to Financial Statements***

***June 30, 2017***

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#### **NOTE 8 - CASH**

At June 30, 2017 the District's cash balances totaled \$110,495 (Book Balance) and \$118,768 (Bank Balance). The bank balance is fully secured by FDIC insurance.

#### **NOTE 9 - RISK MANAGEMENT:**

Kisatchie-Delta is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks of loss are covered by a comprehensive commercial insurance policy and workers compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

#### **NOTE 10 – LEASE**

The lease agreement executed by Kisatchie-Delta to occupy office facilities necessary for operations has expired. Currently, the facility is rented on a monthly basis until the terms of a new lease agreement have been reached. For the year ended June 30, 2017, rent expenditures totaling \$11,700 were incurred and reported as finance and administration expenditures.

#### **NOTE 11 – CONTINGENCES**

Kisatchie-Delta receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

# **KISATCHIE-DELTA**

## **REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.**

### ***Schedule of Compensation, Benefits and Other Payments***

#### ***to Agency Head or Chief Executive Officer***

***For the year ended June 30, 2017***

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### **Agency Head (Executive Director) - Heather Urena**

#### **Purpose:**

Compensation \$ 60,000

#### **Benefits**

Health Insurance 12,717

Retirement 2,400 15,117

#### **Reimbursements**

Cell Phone 1,000

Travel and Lodging 13,059

Per Diem 1,595

Miscellaneous 145 15,799



**Rozier Harrington  
& McKay** | CERTIFIED PUBLIC  
ACCOUNTANTS |

December 16, 2017

**INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

Kisatchie-Delta Regional Planning  
and Development District, Inc.  
3516 Parliament Court  
Alexandria, Louisiana 71303

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Kisatchie-Delta Regional Planning and Development District, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Kisatchie-Delta's compliance with certain laws and regulations during the year ended June 30, 2017, included in the *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**PUBLIC BID LAW:**

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$152,550. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

*Our review of the general ledger and inquiries of management found no transactions that met the scope of the public bid law.*

**CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. Obtain from management a list of the immediate family members of the Board Members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of the Board Members and employees, as well as their immediate families.

**Post Office Box 12178 • Alexandria, Louisiana 71315-2178  
www.CenlaCPAs.com • Voice 318.442.1608 • Fax 318.487.2027**

**KISATCHIE-DELTA REGIONAL PLANNING AND DEVELOPMENT DISTRICT  
DECEMBER 16, 2017**

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*Management provided a questionnaire completed by each active member of the Board. The questionnaires furnished a list of outside business interest and immediate family members.*

3. Obtain from management a listing of all employees paid during the period under examination.

*Management provided us with a listing of all employees paid during the period under examination.*

4. Determine whether any of those employees included in the records obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

*None of the employees included on the list of employees provided by management agreed-upon Procedure 3 appeared on the list provided by management in agreed-upon Procedure 2.*

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

*Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.*

**BUDGETING**

6. Obtained a copy of the legally adopted budget and all amendments.

*Kisatchie-Delta is a non-profit organization governed by a Board of Directors that is appointed by various governmental units. Since it is organized as a nonprofit organization, the Attorney General has determined that Kisatchie-Delta is not required to adopt or amend budgets for its funds.*

7. Trace the budget adoption and amendments to the minute book.

*Not applicable*

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

*Not Applicable*

**ACCOUNTING AND REPORTING**

9. Randomly select six disbursements made during the period under examination and:

**KISATCHIE-DELTA REGIONAL PLANNING AND DEVELOPMENT DISTRICT  
DECEMBER 16, 2017**

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**(a)** trace payments to supporting documentation as to proper amount and payee.

*We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.*

**(b)** determine if payments were properly coded to the correct fund and general ledger account.

*All of the payments were properly coded to the correct fund and general ledger account.*

**(c)** determine whether payments received approval from proper authorities.

*Inspection of supporting purchase orders indicated that all invoices are approved for payment. No further approval was required.*

**MEETINGS**

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

*The District is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting facility. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion.*

**DEBT**

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

*We inspected the bank deposits for the period under examination and noted no debt proceeds received.*

**ADVANCES AND BONUSES**

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

*Our review of the payroll records and board minutes for the year found that no employees received payments that would constitute a bonus, advance or gift.*

**Prior-Year Comments**

13. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

***KISATCHIE-DELTA REGIONAL PLANNING AND DEVELOPMENT DISTRICT  
DECEMBER 16, 2017***

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*Our prior year report, did not include any suggestions, exceptions, recommendations, or comments.*

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Kisatchie-Delta Planning and Development District, Inc. and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



ROZIER, HARRINGTON & MCKAY  
Certified Public Accountants

**KISATCHIE-DELTA**  
**REGIONAL PLANNING AND DEVELOPMENT DISTRICT**  
**MANAGEMENT'S CORRECTIVE ACTION PLAN**  
**FOR THE YEAR ENDED JUNE 30, 2017**

<b>SECTION I - Review Report</b>	
No findings were reported.	Response – N/A
<b>SECTION II - Attestation Report</b>	
No findings were reported.	Response – N/A
<b>SECTION III –Management Letter</b>	
No findings were reported.	Response – N/A

**KISATCHIE-DELTA**  
**REGIONAL PLANNING AND DEVELOPMENT DISTRICT**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

<b>SECTION I – Accountants’ Compilation Report</b>	
No findings were reported in the previous compilation.	Response – N/A
<b>SECTION II - Attestation Report</b>	
N/A - No attestation was required for the previous year.	Response – N/A
<b>SECTION III MANAGEMENT LETTER</b>	
N/A - No findings were reported in connection with the previous engagement.	Response – N/A

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

November 15, 2017 (Date Transmitted)

Rozier, Harrington & McKay  
Post Office Box 12178  
Alexandria, Louisiana 71315

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2017 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No  N/A

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [ X ] No [ ]

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ]

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [ X ] No [ ]

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [ X ] No [ ]

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes [ X ] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [ X ] No [ ]

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes [ X ] No [ ]

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [ X ] No [ ]

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes [ X ] No [ ]

The previous responses have been made to the best of our belief and knowledge.

Heather Smackline Executive Director 12/21/17 Date